

# TALKING POINTS...

## *C/PAR Basics*

### Environmental Management System **C/PAR:**

#### 1. Corrective/Preventive Action Requests

- C/PAR forms may be initiated by any WRAD employee who believes a non-conformance situation exists within the division or,
- Submitted as a recommendation to improve the EMS and or work environment
- The forms can be sent directly to the EMR or forwarded to the EMR via your supervisor or section manager.

#### 2. C/PAR can be found via:

- Downloaded from the Website,
- posted in the main trailers at the landfill, posted at Ridgehaven Court or
- requested from your supervisor

#### 3. **All WRAD Employees** (within the EMS fence line) are responsible for bringing suspected non-conformances to the attention of their Supervisors and/or the EMR. All personnel are also encouraged to recommend ways in which the Division might improve upon its EMS in an effort to further reduce impacts on the environment as a result of activities, processes or products.

### Environmental Management System **CAR:**

1. Corrective Action Request (CAR) forms are initiated by internal or third party Auditors who identify a non-conformance situation within WRAD during the course of an EMS audit. The forms are sent directly to the EMR for corrective action.

### Environmental Management System **EMR:**

1. WRAD has two Environmental Management Representatives who can assist you with meeting all of your EMS requirements. They can be contacted via e-mail or phone as follows:
  - **Mark zu Hone**; Primary Point of Contact
    - [mzuhone@san Diego.gov](mailto:mzuhone@san Diego.gov), (858) 573-1247 office, (858) 518-3008 cell
  - **Hani Anthony**; Assistant EMR
    - [hanthony@san Diego.gov](mailto:hanthony@san Diego.gov), (858) 573-1250 office, (858) 518-2090 cell